

# ECS Imaging Newsletter



✦ ✦ Celebrating 20 Years of Excellence

February 2010  
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Volume VIII Issue II



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## Your ECS Imaging Account Managers

**Debbi Bodewin**  
**Bob McCowan**  
**Pete Herschelman**  
**Rod Simon**  
**Barry Weinstein**  
**Tim McGrath**  
**Steve Walter**

Enjoy some low calorie  
Chocolates for  
Valentine's Day!  
[Here they are ☺](#)



[News](#) – ECS Wins Award

[Events](#) – 1<sup>st</sup> Quarter User Groups

[Spotlight](#) – Run Smarter Awards for ECS Customers

[Tech Tips](#) – New Features

[About ECS](#) and Product Demos

[February Webinars](#) – Best Practices, Product Demos

## Congratulations to ECS for being awarded the 11<sup>th</sup> Annual Winners Circle Award



CEO of Laserfiche; Nien Ling presents the Winners Circle award to: Debbi Bodewin and Jim Pappas

**Buyers Laboratory Inc. (BLI) has given the Laserfiche 8.1 software suite the highest possible Five-Star rating**

Please [Click](#) to Read More

**Laserfiche featured in Public CIO Magazine  
Enterprise Content Management:  
A Foundation for Useful Information**

[Click](#) to See Article

Spotlight

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**NOMINATED BY  
DEBBI BODEWIN**

## ***Congratulations to ECS Customers Winning a Run Smarter Award***

### **LACOE: Giving Head Start a Leg Up**

***The Los Angeles County Office of Education gets a head start on records management with Laserfiche***

Giving underprivileged children a head start in life is more difficult now than ever before. Broken homes, urban violence, poorly-funded school districts, inadequate access to health care and constant increases in the cost of living are making life more and more challenging for these kids every day. That's why, for the disadvantaged youngsters in Los Angeles County, the Head Start-State Preschool program is so vital to their well-being and future success. [READ MORE](#)



**NOMINATED BY  
PETE HERSCHELMAN**

### **Contra Costa: Building Out the IT Infrastructure with ECM CCCSD leverages Laserfiche to improve information access and ensure employee efficiency**



There's little in life that's more elemental than water. And yet, in most developed countries, it's easy to take access to safe water and sanitation for granted.

Prior to the creation of the Central Contra Costa Sanitary District (CCCSD) in 1946, however, Contra Costa County—located east of San Francisco, CA—was in crisis. A post-war building boom had brought an influx of new residents, most of them relying on septic systems that didn't take well to the area's heavy adobe clay soil.

With septic tanks overflowing and waterborne diseases such as typhoid becoming a potential threat, health authorities considered the polluted conditions in the county to be among the worst in California. [READ MORE](#)

[\*\*Additional pictures of the Laserfiche 2010 Winners Circle and Institute!\*\*](#)

## **Events**

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[Get Directions Here!](#)

***Would you like to learn more about Laserfiche and see how it  
benefits some of our other users?***

***Please Join Us at Our 1<sup>st</sup> Quarter User Group!***

# **ANTIOCH**

## **California**

***Hosted at the City of Antioch***

***Wednesday, March 3, 2010 8:30am-4:00pm  
[1201 West 4<sup>th</sup> Street - Antioch, CA](#)***

***\*\*Click Here to See Our Agenda with exciting  
New Topics and Games***

**Reserve Your Spot Today!**

Send us your name, company, e-mail & phone.

Register [Online](#)

By E-mail: [sales@ecsimaging.com](mailto:sales@ecsimaging.com) or Phone: 951-787-8768 x112

ECS provides these **complimentary** events to continue to educate our clients on Laserfiche, provide opportunity to connect with other Laserfiche users, and to learn about the latest technologies available to enhance your system.

***We look forward to seeing you!***

Monday, February 1st: NAHRO Conference in Napa  
Tuesday, February 1st: CLFP Show in Sacramento  
Wednesday, March 3rd: 1st Quarter User Group in Antioch  
Southern CA 1<sup>st</sup> Quarter User Group – TBD

***Please stop by the ECS Booth and say, Hello!***

## Webinars

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**Laserfiche®**

Thursday, February  
9, 9:00 AM PST  
[Register](#)

Wednesday,  
February 17, 10:00  
AM PST  
[Register](#)



[Click here](#)  
to join our weekly  
LincDoc Webinar  
Wednesdays @  
11am PST

### **ECM & BPM 101 Enhanced Capture Strategy Workflow Optimization: Accounts Payable Processing Focus**

Introduction to understanding enterprise content management and business process management and facilitating the building blocks to develop an organizational strategy.

### **Introduction To The Laserfiche Solution**

A brief overview of the Laserfiche product range and its capabilities

### **E-Forms Solution Integrated with Laserfiche**

***With LincWare you can skip the scan and paper process altogether!***

#### **The Paper Pushing Problem:**

The Internet has provided organizations with countless time-saving measures. Online users can now access vital information on taxes, city services, official announcements, events, licenses, real estate and construction in only a few clicks. Still, interacting with governments and organizations remains heavily based on downloading static PDF forms and hand delivering or faxing them to the appropriate department.

Building permit requests, grant applications, dog licenses, job applications, event permits, business permit applications, exemption applications, employee forms, records requests, and countless more services, require manual forms processing.

#### **Our Simple Solution:**

With this solution we are providing an intuitive front end for processing complex forms, in a digital format to Laserfiche thus enhancing your document lifecycle management. And with the software's ability to automatically complete Laserfiche template field data when the form is filled out, it improves your efficiency and eliminates the need for you to scan paper forms into Laserfiche. The forms are automatically filed into Laserfiche at the time they are filled out.

Each LincDoc version simultaneously populates Laserfiche template fields and 3<sup>rd</sup> party databases upon the completion of any eForm or document, eliminating redundant entry, scanning and storage steps.

***LincDoc's document automation and eForms software can make the information  
submittal and approval process a breeze.***

## Tech Tips

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**Empower!**

Visit the Laserfiche  
Support and User  
Information [Site](#)

Resources available

[Coming Soon in  
Workflow 8.0.1](#)

[WebLink 8  
Administrators Utility](#)

[4 Coming Attractions](#)

**Laserfiche 8™**

### Version 8 Products

- Client-Server 8.1
- Snapshot
- Email
- Workflow
- Audit Trail
- Records Manager
- Web Access
- Plus
- Toolkit
- Weblink
- Quick Fields
- Agenda Manager & Processor
- Import Agent
- Avante/ Rio Named User system

## Coming Soon in Workflow 8.0.1

The next version of Laserfiche Workflow will include a number of new and updated activities that extend the software's functionality, making it even more powerful and flexible. Remember Workflow comes with the software when you are on Avante or Rio!

**Note:** Since this is a preview, note that the details and appearances of certain elements may change between now and the final release.

**E-mail attachments.** When Workflow e-mails someone regarding a specific document or folder, give them easier access to the entry via an attachment. You can attach a Windows shortcut (.lfe) to the entry (which launches the desktop client), or send an image-based copy (e.g., attach a PDF, which can include redactions and other Laserfiche annotations). You can send specific documents or all the documents in a single folder. Multiple attachments can be zipped up, and you can define a maximum size limit.

**For Each Value activity.** If you need to perform a series of actions once for every value in a multi-value field, you can use For Each Value. This new activity creates a loop that is performed once for each value in a multi-value token, or once for each separate token. It works similarly to For Each Entry, using tokens instead of Laserfiche entries.

**End Workflow activity.** Similar to Workflow 8.0's Terminate Workflow activity, End Workflow automatically terminates a workflow if certain situations arise. Unlike Terminate Workflow, however, this new activity can list the termination reason as Completed, instead of Error. In addition, it can end the current workflow, or any workflow that originally invoked the current workflow, or both.

**Upgraded Deadline and Delay activities.** In Workflow 8.0, these activities allowed you to enforce a deadline and to delay a workflow, respectively. In Workflow 8.0.1, you can use tokens to dynamically set the time period, instead of entering a static number. In addition, you can now set a hard time/date for the deadline/delay actions to take effect (e.g., on 1/25/10 at 8:00 AM).

After the initial 8.0.1 release, separate releases under the same version number will include support for Oracle and a Spanish beta. For information on the projected release date, see the [Product Roadmap](#).

## WebLink 8 Administrator's Utility

WebLink 8 introduces a new and improved Administrator's Utility that includes all the options in version 7 plus significantly more. Below is a list of new features that will help you administer your WebLink site.

- Easily configure your repository connections on the **Virtual Directory** tab. If you have multiple repositories configured, you can choose which one users should be routed to by default when accessing your WebLink site.
- Watermarks can be used to visually mark pages that are exported or printed from your repository. You can configure watermark specific settings for WebLink on the **Watermark** tab that will be used instead of a user's group watermark configured in the Laserfiche Administration Console.
- Configure an SMTP server on the **E-Mail** tab so users can send document URL links to others via e-mail from within WebLink.
- Gather usage statistics for local reporting by configuring the **Usage Statistics** tab to record user actions and view reports and charts on the actions using the WebLink Reporting tool. This gives you oversight into what's being accessed on your site and how often.
- Define where to cache temporary files on the WebLink server, which allows documents to load faster after the first time they are opened.

You can configure the same default settings for all your virtual directories or you can select the **Override...** option to configure specific settings per virtual directory.

For more information on the WebLink 8 Administrator's Utility, see the [WebLink Configuration and Administration help files](#).

## 4 Coming Attractions

We look forward to the release of the following things in the near future:

1. Photo Docs 8.2
2. Online Web Administration for Laserfiche
3. Additional Office Integration features
4. Mobile I-Phone Application for Laserfiche

877.790.1600

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### Locations

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#### Northern CA

4737 Imhoff Pl Unit 1B

Martinez, CA 94553

Tel: 925.370.2456

### Our Services

- Scanning Services
- Microfiche/Film/Aperture Card Conversions
- E-Forms
- Digital Signatures
- Hosted WebLink
- Custom Programs: Case# Generator, Mug Shot Capture, Six-Pack Creator, Barcode Coversheet Automation
- Custom Integrations: ESRI, Permits Plus, CRW, H.T.E., Navision, Eden, Munis, Oracle, DataTel, PeopleSoft, Digital Recorder Importer
- Turn-key Implementations

## Software



**Document Management Software**

## Integrations With Laserfiche



**LincDoc eForms Creation & Automation**



**Agenda Manager Integration**



**ESRI Integrations**



**Digital Signatures**



**Email & Data Encryption**



**Court Case Management Integration**



**SharePoint and Office Integrated**

## Scanning and Capture Technologies



**Kofax Virtual ReScan Software**



**Elite Channel Partner**



**Premier Partner**

**Product videos click [HERE](#)**



**Canon Certified Solutions Partner**



**E-size/Map Scanners**



**Advanced Capture Solution ICR & Forms Processing**



**Check Scanning & Remittance Processing Integration**

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